



# **FastLane Help System**

## **Notifications and Requests**

### **Sponsored Project Office**

### **Functions**



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## **SPO Functions**

### **SPO Functions Introduction for Notifications and Requests**

As an SPO, you have these options for working on Notifications and Requests:

- Access Notifications and Requests as a SPO
- Prepare a new notification or request as a SPO
- Work on notifications and requests prepared by an SPO
- Work on notifications and requests forwarded by the PI
- Check the status of submitted notifications and requests
- View the award amendment for an approved notification or request

## Access Notifications and Requests as an SPO

1. On the **FastLane Home Page** screen, log in to **Research Administration** as an SPO (see SPO Login to Award Functions). The **Research Administration** screen displays (Figure 1).



**Figure 1** Research Administration screen. The Notifications and Requests link is circled.

2. Click **Notifications and Requests** (Figure 1). The **Notifications and Requests** screen displays (Figure 2). There are three tabs on the **Notifications and Requests** screen:
  - **Forwarded by PI** tab  
Perform functions for notifications and requests forwarded to you by your organization's PIs on this tab.
  - **Prepared by SPO** tab  
Prepare new notifications and requests on this tab.
  - **Submitted to NSF** tab  
View notifications and requests that have been submitted to NSF on this tab.

The **Notifications and Requests** screen first displays (Figure 2) on the **Forwarded by PI** tab. Click on a tab title to go to that tab.

Notifications & Requests

MAIN

Institution: National Science Foundation

Forwarded by PI

Prepared by SPO

Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select

Last Modified (mm/dd/yyyy)

PI Last Name: Select

From:

To:

PI

Division/Dept:

Search

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information System	N - Anticipated Residual Funds in excess of \$5,000 or 5%	03/24/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

Figure 2 Notifications and Requests screen on the Forwarded by PI tab.

## Prepare a New Notification or Request as an SPO

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)).

**Notifications & Requests** | MAIN ▶ Institution: National Science Foundation

Forwarded by PI **Prepared by SPO** Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #:  Last Modified (mm/dd/yyyy)

PI Last Name:

PI Division/Dept:

**Search**

**Work in Progress**

*Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking a column title.*

**Figure 1** Notifications and Requests screen on the Forwarded by PI tab. The Prepared by SPO tab is circled.

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), click the **Prepared by SPO** tab. The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 2). You must be on the **Prepared by SPO** tab to prepare a new notification or request.

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI **Prepared by SPO** Submitted to NSF

**Prepare New**

Award #:  **Prepare New**

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #:  Status Changed (mm/dd/yyyy)

PI Last Name:

PI Division/Dept:

**Search**

**Work in Progress**

*Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking a column title.*

37 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
--------------	----------	------------------------	---------------------------	------------	--------

**Figure 2** Notifications and Requests screen on the Prepared by SPO tab. The Prepare New section is circled.

3. In the **Prepare New** section (Figure 2), select the award number from the **Award #** drop-down list (Figure 2) for the award that you want to prepare either a notification or a request for.
4. Click the **Prepare New** button (Figure 2). The **Prepare a New Notification or Request** screen displays (Figures 3).



## Prepare a New Notification or Request for Award #: 0707551

**Award Amount:** \$0.00  
**Expiration Date:** 12/31/2011  
**Division:** DIVISION OF INFORMATION SYSTEMS  
**Award Title:** PRS 11/18/06 Release Functional Verification 15  
**Awardee Organization:** National Science Foundation  
**PI/PD:** Alphaman, Alan

## Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	<a href="#">AAG</a>	<input type="radio"/> Addition of SubAward	<a href="#">AAG</a>
<input type="radio"/> Grantee Approved No Cost Extension	<a href="#">AAG</a>	<input type="radio"/> Withdrawal of PI/Co-PI	<a href="#">AAG</a>
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	<a href="#">AAG</a>	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	<a href="#">AAG</a>
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	<a href="#">AAG</a>	<input type="radio"/> NSF Approved No-Cost Extension	<a href="#">AAG</a>
<input type="radio"/> Conflicts of Interests	<a href="#">AAG</a>	<input type="radio"/> PI Transfer	<a href="#">AAG</a>
<input type="radio"/> Significant Changes in Methods/Procedures	<a href="#">AAG</a>	<input type="radio"/> Pre-award Costs in Excess of 90 Days	<a href="#">AAG</a>
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	<a href="#">AAG</a>	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on <a href="#">Non-FDP Organizations</a> or <a href="#">FDP Organizations</a> . They will open a PDF file in new window.)	<a href="#">AAG</a>
		<input type="radio"/> Change PI and Add/Change Co-PI	<a href="#">AAG</a>
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	<a href="#">AAG</a>
		<input type="radio"/> Changes in Objective or Scope	<a href="#">AAG</a>
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	<a href="#">AAG</a>

\*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

**Figure 3 Prepare a New Notification or Request screen.**

The screen lists the different types of notifications and requests you can prepare.

For notifications, select from:

- [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
- [Grantee-Approved No-Cost Extension](#)
- [Significant Changes/Delays or Events of Unusual Interest](#)
- [Cost Sharing Equal to or Greater than \\$500,000](#)
- [Conflicts of Interest](#)
- [Significant Changes in Methods/Procedures](#)
- [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)

For requests, select from:

- [Addition of Subaward](#)
- [Withdrawal of PI/Co-PI](#)
- [Long-Term Absence of the PI/PD \(Over 3 Months\)](#)
- [NSF-Approved No-Cost Extension](#)
- [PI Transfer](#)
- [Pre-Award Costs in Excess of 90 Days](#)
- [Rearrangement/Alteration \\$25,000 or Over](#)
- [Change PI and Add/Change Co-PI](#)
- [Significant Change in Person-Months Devoted to Project](#)
- [Changes in Objective or Scope](#)
- [Reallocation of Funds Budgeted for Participant or Trainee Support Costs](#)

(Click on a link above for instructions for that form.)

## Work on Notifications and Requests Prepared by SPO

### Work on Notifications and Requests Prepared by the SPO

1. Access **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)).

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI **Prepared by SPO** Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #:  Last Modified (mm/dd/yyyy) From:  To:  Search

PI Last Name:  PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

3 Notification/Requests found, displaying 1 to 3

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Short-Term Absence of the PI/PO (Up to Three Months)</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information System	<a href="#">R - Withdrawal of PI/Co-PI</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information System	<a href="#">R - Change PI and Add/Change Co-PI</a>	03/04/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

Export options: [Excel](#)

**Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Prepared by SPO tab is circled.**

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), click the **Prepared by SPO** tab. The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 2). On this tab you work on notifications and requests that you have prepared. You have these options:
  - [Search for notifications and requests](#)
  - [View a notification or request](#)
  - [Modify a notification or request](#)
  - [Submit a notification or request](#)
  - [Delete a notification or request](#)
 (Click on a link above for instructions for that option.)

Notifications & Requests | MAIN

Organization: National Science Foundation

Forwarded by PI

Prepared by SPO

Submitted to NSF

Prepare New

Award #: 

Select

Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: 

Select

Last Modified (mm/dd/yyyy)

PI Last Name: 

Select

From:  To:

PI Division/Dept:

Search

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column titles.

397 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/18/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/18/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/18/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

Figure 2 Notifications and Requests screen on the Prepared by SPO tab.

## Search for Notifications and Requests Prepared by the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see Work on Notifications and Requests Prepared by the SPO).

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

**Prepare New**  
Award #: Select  
Prepare New

**Search for Notifications / Requests for National Science Foundation by any of the following:**

Award #: Select Last Modified (mm/dd/yyyy)  
PI Last Name: Select From: To:  
PI Division/Dept: Search

**Work in Progress**  
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.  
397 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1 Notifications and Requests screen on the Prepared by SPO tab. The Search for Notifications/Requests section and the Search button are circled.**

2. In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 1), search for the notifications or requests by any of these criteria:
  - **Award number**  
Select the award number from the **Award #** drop-down list.
  - **PI name**  
Select the PI's last name from the **PI Last Name** drop-down list.
  - **PI division or department**  
In the **PI Division/Dept.** box, type the PI's division or department.
  - **Date range**
    - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
    - In the **To** box, type the end date for the search (in mm/dd/yyyy format).
3. Click the **Search** button (Figure 1). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 2).

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI   Prepared by SPO   Submitted to NSF

**Prepare New**

Award #:

**Search for Notifications / Requests for National Science Foundation by any of the following:**

Award #:    Last Modified (mm/dd/yyyy) From:  To:

PI Last Name:   

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

397 Notification/Requests found, displaying 1 to 10   [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/18/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/18/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information System	<a href="#">N - Significant Changes in Methods/Procedures</a>	02/18/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 2 Notifications and Requests screen on the Prepared by SPO tab.**  
**The Work in Progress section is circled.**

4. Find the notification or request you want to work on. You have these options:
- View the notification or request
  - Modify the notification or request
  - Submit the notification or request
  - Delete the notification or request
- (Click on a link above for instructions for that form.)

## View a Notification or Request Prepared by the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by SPO](#)).

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Prepare New  
Award #: Select ▼  
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: 0413531 ▼ Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name: Alphanan ▼

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by old column title.

397 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphanan, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit   Delete
0413531	Alphanan, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit   Delete

**Figure 1 Notifications and Requests screen on the Prepared by SPO tab. The Notification/Request Type link is circled for a notification.**

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the notification (or request) you want to view. The **View Notification** screen displays (Figure 2) with the text of the notification. (The **View Request** screen displays if you are viewing a request.) You have these options on the **View Notification** (or **View Request**) screen:
  - [Modify the notification \(or request\)](#)
  - [Submit the notification \(or request\)](#)
  - [Delete the notification \(or request\)](#)
 (Click on a link above for instructions for that option.)

**View Notification for Award : 0413531**  
Significant Changes in Methods/Procedures  
Required Fields are preceded by an asterisk (\*)

Status: Work in Progress

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

\* Description of Change(s) in Methods/Procedures: test 2

Modify

Submit to NSF

Delete

Cancel

**Figure 2 View Notification screen.**



## Modify a Notification or Request Prepared by the SPO

1. Access the **View Notification** (or **View Request**) screen (Figure 1) (see [View a Notification or Request Prepared by the SPO](#)).

View Notification for Award : 0413531  
Anticipated Residual Funds in excess of \$5,000 or 5%  
(Whichever is greater)  
Required Fields are preceded by an asterisk (\*)

Topic Guidance

Status: Work in Progress

Expiration Date: 08/01/2004

Award Amount: \$10,000.00

Award Title: Richs SBIR supplemental funding request

\*Excess Funds \$1,000.00 (in whole dollar amount)

\*Justification for Anticipated Residual Funds: Type or copy and paste your Justification here.

Modify

Submit to NSF

Delete

Cancel

**Figure 1 View Notification screen. The Modify button is circled.**

2. On the **View Notification** screen (Figure 1), click the **Modify** button (Figure 1). The **Modify Notification** (or **Modify Request**) screen displays (Figure 2).

Modify Notification for Award # : 0413531  
Anticipated Residual Funds in excess of \$5,000 or 5%  
(Whichever is greater)  
Required Fields are preceded by an asterisk (\*)

Topic Guid

Status: Work in Progress

Expiration Date: 08/01/2004

Award Amount: \$10,000.00

Award Title: Richs SBIR supplemental funding request

\*Excess Funds 1500.00 (in whole dollar amount)

\*Justification for Anticipated Residual Funds: Type or copy and paste your Justification here.

Save

Cancel

**Figure 2 Modify Notification screen. The Save button is circled.**

3. Modify the notification (or request) as you require. Click on a link below for the instructions for the kind of notification or request you are modifying:
  - For notifications:
    - [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
    - [Grantee-Approved No-Cost Extension](#)
    - [Significant Changes/Delays or Events of Unusual Interest](#)
    - [Cost Sharing Equal to or Greater than \\$500,000](#)
    - [Conflicts of Interest](#)
    - [Significant Changes in Methods/Procedures](#)
    - [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)
  - For requests:

- Addition of Subaward
  - Withdrawal of PI/Co-PI
  - Long-Term Absence of the PI/PD (Over 3 Months)
  - NSF-Approved No-Cost Extension
  - PI Transfer
  - Pre-Award Costs in Excess of 90 Days
  - Rearrangement/Alteration \$25,000 or Over
  - Change PI and Add/Change Co-PI
  - Significant Change in Person-Months Devoted to Project
  - Changes in Objective or Scope
  - Reallocation of Funds Budgeted for Participant or Trainee Support Costs
4. Click the **Save** button (Figure 2). The **View Notification** screen displays (Figure 3) with the changed information.

**View Notification for Award : 0413531**  
**Anticipated Residual Funds in excess of \$5,000 or 5% (Whichever is greater)**  
*Required Fields are preceded by an asterisk (\*)*

Topic Guidance

---

<b>Status:</b>	Work in Progress	
<b>Expiration Date:</b>	08/01/2004	<input type="button" value="Modify"/>
<b>Award Amount:</b>	\$10,000.00	
<b>Award Title:</b>	Richs SBIR supplemental funding request	<input type="button" value="Submit to NSF"/>
<b>*Excess Funds</b>	\$1,500.00 (in whole dollar amount)	<input type="button" value="Delete"/>
<b>*Justification for Anticipated Residual Funds:</b>	Type or copy and paste your Justification here.	<input type="button" value="Cancel"/>

**Figure 3 View Notification screen with the new information.**



## Submit a Notification or Request Prepared by the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by the SPO](#)).

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

**Prepare New**  
Award #: Select  
Prepare New

**Search for Notifications / Requests for University of California-Berkeley by any of the following:**

Award #: Select Last Modified (mm/dd/yyyy)  
PI Last Name: Select From: To: Search  
PI Division/Dept:

**Work in Progress**  
Click on the Notifications/Requests link to continue to administer HJR functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.  
249 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0355079	Han, Nancy	Department of Civil Engineering	R - Rearrangement/Alteration \$25,000 or over	11/01/2003	Submit Delete

**Figure 1 Notifications and Requests screen on the Prepared by SPO tab. The Submit link is circled for a request.**

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Submit** in the row for the request (or notification) you want to submit to NSF. The **Submit Request** screen displays (Figure 2) with a message at the top for you to confirm that you want to submit the request (or notification) to NSF. (The **Submit Notification** screen displays if you are submitting a notification.)

**Submit Request for Award : 0355079**  
**Rearrangement/Alteration \$25,000 or over (Construction)** Topic Guide

Required fields are preceded by an asterisk: (\*)

**ARE YOU SURE?**  
Clicking "Submit to NSF" will submit this Request to NSF. You cannot modify it once submitted to NSF.  
Click "Cancel" to return to previous screen.

**Status:** Work in Progress

**Expiration Date:** 10/31/2004

**Award Amount:** \$79,997.00

**Award Title:** Static and Seismic Instrumentation of Soil Nails in a Complex Geologic Setting

**\*Construction Amount:** \$30000.00 (in whole dollar amount)

**\*Description of Construction Activity:** Describe the construction activity here.

**Submit to NSF** Cancel

**Figure 2 Submit Request screen. The Submit to NSF button is circled.**

3. Click the **Submit to NSF** button (Figure 2). The **Submitted** screen displays (Figure 3) with a message that the request (or notification) has been submitted to NSF.

<b>SUBMITTED</b> Submit Rearrangement/Alteration \$25,000 or over to NSF for Award #:0355079
Mon Oct 18 13:29:09 EDT 2004  The Request for a <b>Rearrangement/Alteration \$25,000 or over</b> has been successfully <b>Submitted</b> to NSF
<a href="#">◀ Search Prepared by SPO List</a>

**Figure 3 Submitted screen. The Search Prepared by SPO List link is circled.**

4. Click **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 1).

## Delete a Notification or Request Prepared by the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by the SPO](#)).

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

**Prepare New**  
Award #: Select  
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept:

**Work in Progress**  
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

23 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman, Alan	Division of Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	Submit   Delete
0700000	Alphaman, Alan	Division of Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Submit   <b>Delete</b>

**Figure 1 Notifications and Requests screen on the Prepared by SPO tab. The Delete link is circled for a notification.**

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the notification (or request) you want to delete. The **Delete Notification** screen displays (Figure 2) with a message for you to confirm that you want to delete the notification. (The **Delete Notification** screen displays if you chose to delete a notification.)

**Delete Notification for Award : 0700000**  
**Short-Term Absence of the PI/PO (Up to Three Months)** Topic Gu

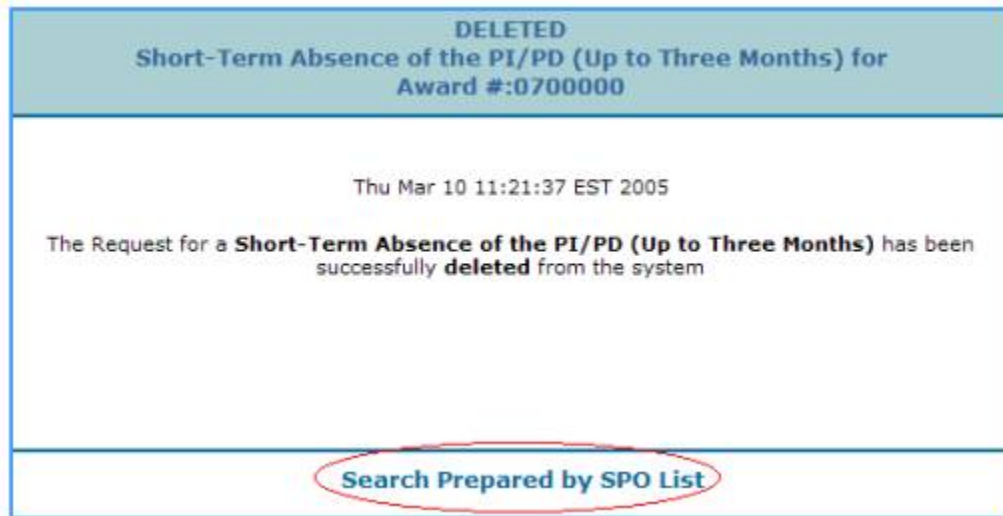
Required Fields are preceded by an asterisk (\*)

**ARE YOU SURE?**  
Clicking "Delete" will remove this Request from the FastLane database.  
Click "Cancel" to return to previous screen.

Status:	Work in Progress	<b>Delete</b> Cancel
Expiration Date:	03/15/2010	
Award Title:	Rules	
*From Date:	10/10/2003	
*To Date:	11/29/2003	
*Justification for Short-Term Absence of the PI/PO:	test	
*Arrangements for Conduct of Project During PIs Absence:	test	

**Figure 2 Delete Notification screen. The Delete button is circled.**

3. Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with a message that the notification (or request) has been deleted.



**Figure 3 Deleted screen. The Search Prepared by SPO List link is circled.**

4. Click **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 1).

## Work on Notifications and Requests Forwarded by PI

## Work on Notifications and Requests Forwarded by the PI

Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

**Notifications & Requests** | MAIN ▶ Institution: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #:  Select Last Modified (mm/dd/yyyy) From:  To:

PI Last Name:  Select

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphanan, Alan	Division of Information System	<a href="#">N - Anticipated Residual Funds in excess of \$5,000 or 5%</a>	03/24/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1 Notifications and Requests screen on the Forwarded by PI tab.**

On this tab you work on notifications and requests that have been forwarded by PIs. You have these options:

- [Search for notifications and requests](#)
- [View the notification or request](#)
- [Modify the notification](#) or [modify the request](#)
- [Submit the notification or request](#)
- [Return the notification or request to the PI](#)
- [Delete the notification or request](#)

(Click on a link above for instructions for that option.)

Click on a link below for the instructions for modifying that notification or request form:

*For notifications:*

- [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
- [Grantee-Approved No-Cost Extension](#)
- [Significant Changes/Delays or Events of Unusual Interest](#)
- [Significant Changes in Methods/Procedures](#)
- [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)

*For requests:*

- [Addition of Subaward](#)
- [Withdrawal of PI/Co-PI](#)

- Long-Term Absence of the PI/PD (Over 3 Months)
- NSF-Approved No-Cost Extension
- PI Transfer
- Pre-Award Costs in Excess of 90 Days
- Rearrangement/Alteration \$25,000 or Over
- Change PI and Add/Change Co-PI
- Significant Change in Person-Months Devoted to Project
- Changes in Objective or Scope
- Reallocation of Funds Budgeted for Participant or Trainee Support Costs

## View a Notification or Request Forwarded by the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Last Modified (mm/dd/yyyy): From: To: Search

PI Last Name: Select

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

3 Notification/Requests found, displaying 1 to 3

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">N - Short-Term Absence of the PI/PO (up to Three Months)</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<b><a href="#">R - Withdrawal of PI/Co-PI</a></b>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Change PI and Add/Change Co-PI</a>	03/04/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1** Notifications and Requests screen on the Forwarded by PI tab. The Notification/Request Type link is circled for a request.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the request (or notification) you want to view. The **View Request** screen displays (Figure 2) with the text of the request. (The **View Notification** screen displays if you are viewing a notification.)

**View Request for Award : 0413531**  
Withdrawal of PI/Co-PI

Required Fields are preceded by an asterisk (\*)

Status: Forwarded to SPO

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

\*Rationale for Withdrawal: Richs SBIR supplemental funding request

\*Impact on the Project: Richs SBIR supplemental funding request

Modify

Return To PI

Submit to NSF

Delete

Cancel

**Figure 2** View Request screen with the text of the request displayed.



## Search for Notifications and Requests Forwarded by the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

3 Notification/Requests found, displaying 1 to 5

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">N - Short-Term Absence of the PI/PO (up to Three Months)</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Changes in Objective or Scope</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Long-Term Absence of the PI/PO (Over Three Months)</a>	08/05/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Withdrawal of PI/Ce-PI</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1 Notifications and Requests screen on the Forwarded by PI tab.**

2. In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 2), search for the requests that you want to work on by any of these categories:
  - **Award number**  
Select the award number from the **Award #** drop-down list.
  - **PI name**  
Select the PI's last name from the **PI Last Name** drop-down list.
  - **PI division or department**  
In the **PI Division/Dept.** box, type the PI's division or department.
  - **Date range**
    - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
    - In the **To** box, type the end date for the search (in mm/dd/yyyy format).

**Notifications & Requests** | MAIN ▶ Institution: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley by any of the following:

Award #: Select Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept:



**Figure 2 Notifications and Requests screen on the Forwarded by PI tab. The Search for Notifications/Requests section and the Search button are circled.**

- Click the **Search** button (Figure 2). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 3).

**Notifications & Requests** | MAIN | Organization: National Science Foundation

Forwarded by PI | Prepared by RPD | Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #:  Last Modified (mm/dd/yyyy) From:  To:

PI Last Name:  PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R Functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

\$ Notification/Requests found, displaying 1 to 5

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">N - Short-Term Absence of the PI/PO (Up to Three Months)</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Changes in Objective or Scope</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Long-Term Absence of the PI/PO (Over Three Months)</a>	08/05/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Withdrawal of PI/Co-PI</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">R - Change PI and Add/Change Co-PI</a>	03/04/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 3 Notifications and Requests screen on the Forwarded by PI tab. The Work in Progress section is circled.**

- Find the notification or request you want to work on. You have these options:
  - [View the notification or request](#)
  - [Modify the notification](#) or [modify the request](#)
  - [Submit the notification or request](#)
  - [Delete the notification or request](#)
  - [Return the notification or request to the PI](#)  
(Click on a link above for instructions for that option.)

Click on a form link for the instructions on that notification or request form:

*For notifications:*

- [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
- [Grantee-Approved No-Cost Extension](#)
- [Significant Changes/Delays or Events of Unusual Interest](#)
- [Significant Changes in Methods/Procedures](#)
- [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)

*For requests:*

- [Addition of Subaward](#)
- [Withdrawal of PI/Co-PI](#)
- [Long-Term Absence of the PI/PD \(Over 3 Months\)](#)
- [NSF-Approved No-Cost Extension](#)
- [PI Transfer](#)
- [Pre-Award Costs in Excess of 90 Days](#)
- [Rearrangement/Alteration \\$25,000 or Over](#)
- [Change PI and Add/Change Co-PI](#)

pd\_spo\_functions\_for\_nandr

- Significant Change in Person-Months Devoted to Project
- Changes in Objective or Scope
- Reallocation of Funds Budgeted for Participant or Trainee Support Costs

## Submit to NSF a Notification or Request Forwarded by the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see Access Notifications and Requests as an SPO). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #:  Last Modified (mm/dd/yyyy) From:  To:  Search

PI Last Name:  PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

11 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0700000	Alphaman, Alan	Division of Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/11/2005	<a href="#">Submit</a>   <a href="#">Delete</a>
0700000	Alphaman, Alan	Division of Information Systems	N - Anticipated Residual Funds in excess of \$5,000 or 5%	03/11/2005	<a href="#">Submit</a>   <a href="#">Delete</a>
9726389	Alphaman, Alan	Division of Information Systems	R - Changes in Objective or Scope	03/11/2005	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Submit link is circled for a request.**

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Submit** in the row for the request (or notification) you want to submit to NSF. The **Submit Request** screen displays (Figure 2) with a message for you to confirm that you want to submit the request (or notification) to NSF. (The **Submit Notification** screen displays if you are submitting a notification.)

**Submit Request for Award: 9726389**  
Changes in Objective or Scope Topic Guidance: ||

Required Fields are preceded by an asterisk (\*)

**ARE YOU SURE?**  
Clicking "Submit to NSF" will submit this Request to NSF. You cannot modify it once submitted to NSF.  
Click "Cancel" to return to previous screen.

Status: Forwarded to SPO

Expiration Date: 03/15/2010

Award Title: Rules

Prepared By: Alphaman, Alan

Submitted By:

\*Proposed Changes in Objective or Scope: Type your proposed changes in objective or scope here.

\*Justification for Changes in Objective or Scope: Type a justification for the changes.

[Submit to NSF](#) [Cancel](#)

**Figure 2 Submit Request screen with a message for you to confirm that you want to submit the request to NSF. The Submit to NSF button is circled.**

3. Click the **Submit to NSF** button (Figure 2). The **Submitted** screen displays (Figure 3) with a message that the request (or notification) has been submitted to NSF.



**Figure 3 Submitted screen.**

4. Click **Search Forwarded by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Forwarded by PI** tab.

## Return a Notification or Request to the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

6 Notification/Requests found, displaying 1 to 6

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0700000	Alphaman, Alan	Division of Information Systems	<a href="#">R - Withdrawal of PI/Co-PI</a>	02/28/2005	<a href="#">Submit</a>   <a href="#">Delete</a>
0700000	Alphaman, Alan	Division of Information Systems	<a href="#">R - Change PI and Add/Change Co-PI</a>	03/12/2003	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1** Notifications and Requests screen on the Forwarded by PI tab. The Notification/Request Type link is circled for a request.

2. In the **Work in Progress** section (Figure 1), click the **Notification/Request Type** link on the row for the request (or notification) you want to return. The **View Request** screen displays (Figure 2) with the request you want to return to the PI. (The **View Notification** screen displays if you are returning a notification.)

**View Request for Award : 0700000**  
Withdrawal of PI/Co-PI  
Required Fields are preceded by an asterisk (\*)

Status: Forwarded to SPO

Expiration Date: 03/15/2010

Award Title: Rules

\*Rationale for Withdrawal: testing

\*Impact on the Project: nothing

Modify

[Return to PI](#)

Submit to NSF

Delete

Cancel

**Figure 2** View Request screen. The Return to PI button is circled.

3. Click the **Return to PI** button (Figure 2). The **Return Request** screen displays (Figure 3). (The **Return Notification** screen displays if you are returning a notification).

Return Request for Award # : 0700000

Withdrawal of PI/Co-PI to PI

Required Fields are preceded by an asterisk (\*)

Enter Reason for returning Request to PI

Type a reason here (optional)

[Return To PI](#)

After clicking "Return to PI" this Notification/Request will no longer be seen.

[Cancel](#)

Status: Forwarded to SPO

Expiration Date: 03/15/2010

Award Title: Rules

\*Rationale for Withdrawal: testing

\*Impact on the Project: nothing

**Figure 3 Return Request screen. The Return to PI button is circled.**

4. In the **Reasons for Returning to PI** box (Figure 3), type or copy and paste the reasons you are returning the request (or notification) to the PI. Once you return the request (or notification) to the PI, it is no longer available for you to work on.
5. Click the **Return to PI** button (Figure 3). The **Returned** screen displays (Figure 4) with a message that the request (or notification) has been returned to the PI.

**RETURNED**

Return Withdrawal of PI/Co-PI to PI for Award #:0700000

Thu Mar 10 11:35:04 EST 2005

The Request for a **Withdrawal of PI/Co-PI** has been successfully **Returned** to Alphaman, Alan

[◀ Search Forwarded by PI List](#)

**Figure 4 Returned screen. The Search Forwarded by PI List link is circled.**

6. Click **Search Forwarded by PI List** (Figure 4). The **Notifications and Requests** screen displays on the **Forwarded by PI** tab (Figure 1).

## Delete a Notification or Request Forwarded by the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

**Notifications & Requests** | MAIN ▶ Organization: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

4 Notification/Requests found, displaying 1 to 4

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">N - Short-Term Absence of the PI/PD (Up to Three Months)</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">B - Long-Term Absence of the PI/PD (Over Three Months)</a>	08/05/2004	<a href="#">Submit</a>   <a href="#">Delete</a>
0413531	Alphaman, Alan	Division of Information Systems	<a href="#">S - Withdrawal of PI/Co-PI</a>	09/16/2004	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Delete link is circled for a request.**

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the request (or notification) you want to delete. The **Delete Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the request. (The **Delete Notification** screen displays if you are deleting a notification.)

**Delete Request for Award : 0413531**  
**Long-Term Absence of the PI/PD (Over Three Months)**  
 Required fields are preceded by an asterisk (\*)

**ARE YOU SURE?**  
 Clicking "Delete" will remove this Request from the FastLane database.  
 Click "Cancel" to return to previous screen.

Status: forwarded to SPO

Expiration Date: 08/01/2004

Award Title: Riche S&B supplemental funding request

\*From Date: 12/01/2003

\*To Date: 12/01/2004

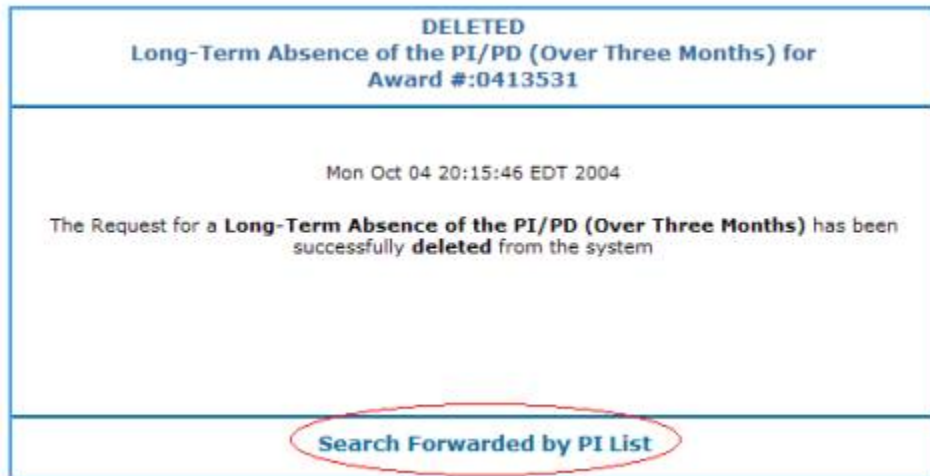
\*Justification for Long-Term Absence of the PI/PD: test

\*Arrangements for Conduct of Project During PIs Absence: test

[Delete](#) [Cancel](#)

**Figure 2 Delete Request screen with a message for you to confirm that you want to delete the request. The Delete button is circled.**

3. Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with a message that the request (or notification) has been deleted.



**Figure 3 Deleted screen. The Search Forwarded by PI List link is circled.**

4. Click **Search Forwarded by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Forwarded by PI** tab.



## Check the Status of Submitted Notifications and Requests

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO](#)).

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO **Submitted to NSF**

Search for Notifications / Requests for University of California-Berkeley by any of the following:

Award #:  Last Modified (mm/dd/yyyy): From:  To:

PI Last Name:

PI Division/Dept:

**Work in Progress**

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

24 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
9821043	Ostertag, Claude	Civil Engineering	N - Grantee Approved No Cost Extension	06/22/2000	<a href="#">Submit</a>   <a href="#">Delete</a>
9628306	Rubin, Yoram	Department of Civil Engineering	N - Grantee Approved No Cost Extension	06/07/1999	<a href="#">Submit</a>   <a href="#">Delete</a>

**Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Submitted to NSF tab is circled.**

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), click the **Submitted to NSF** tab. The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 2). You can search for notifications and requests by any of these criteria:
  - [Award number](#)
  - [PI Last name and/or PI Division/Dept.](#)
  - [Date last modified](#)
 On this screen, you can also:
  - [View a submitted notification or request](#)
  - [View the award amendment to an approved notification or request](#)
 (Click on a link above for instructions for that option.)

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO **Submitted to NSF**

Search for Notifications / Requests for University of California-Berkeley:

Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:  PI Last Name:  Last Modified (mm/dd/yyyy): From:  To:

PI Division / Dept:

**Submitted to NSF**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.

No Notification/Requests found.

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
Nothing found to display						

**Figure 2 Notifications and Requests screen on the Submitted to NSF tab.**

## Search by Award Number for Submitted Notifications and Requests

1. In the **Award #** box of the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 3), type the award number for the award whose notifications and requests you want to find.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

**Search for Notifications / Requests for University of California-Berkeley:**  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: 9114446 PI Last Name: Last Modified (mm/dd/yyyy)  
 PI Division / Dept: From: To:

Search Search Search

**Figure 3 Notifications and Requests screen on the Submitted to NSF tab. The Award # box and the Search button are circled.**

2. Click the **Search** button (Figure 3). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 4). The submitted notifications and requests for that award are listed in the **Submitted to NSF** section with their status.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

**Search for Notifications / Requests for University of California-Berkeley:**  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: 9114446 PI Last Name: Last Modified (mm/dd/yyyy)  
 PI Division / Dept: From: To:

Search Search Search

**Submitted to NSF**  
 Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 1 Notification/Request found.

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	04/16/2004	Computer Science	<a href="#">N - Significant Changes in Methods/Procedures</a>	04/16/2004	Submitted to NSF

**Figure 4 Notifications and Requests screen on the Submitted to NSF tab. The Status column is circled.**

## Search by the PI and/or PI Division/Dept.

On the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 5), you can search for submitted notifications and requests by either one or both of the following criteria:

- PI Last Name
- PI Division/Dept.

1. In the **PI Last Name** box (Figure 5), type the last name of the PI whose submitted requests and notifications you want to check.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

**Search for Notifications / Requests for University of California-Berkeley:**  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:

PI Last Name:

PI Division / Dept:

Last Modified (mm/dd/yyyy)  
 From:  To:

**Figure 5 Notifications and Requests screen on the Submitted to NSF tab.**  
 The section for PI Last Name and PI Division/Dept. are circled.

2. In the **PI Division/Dept.** box (Figure 5), type the name of the PI's division or department.
3. Click the **Search** button (Figure 5). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 6) with the submitted notifications and requests that meet your search criteria.

**Submitted to NSF**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 5 Notification/Requests found, displaying 1 to 5

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9812425	Canny, John	04/14/1999	Computer Science	<a href="#">N - Grantee Approved No Cost Extension</a>	12/17/2002	Reviewed by PD.
9873759	Canny, John	08/16/1999	Computer Science	<a href="#">N - Grantee Approved No Cost Extension</a>	12/17/2002	Reviewed by PD.
9114445	Canny, John	04/16/2004	Computer Science	<a href="#">N - Significant Changes in Methods/Procedures</a>	04/16/2004	Submitted to NSF
9873759	Canny, John	03/01/2004	Computer Science	<a href="#">R - Change PI and Add/Change Co-PI</a>	03/01/2004	Submitted to NSF
0222745	Canny, John	08/31/2004	Computer Science	<a href="#">R - Change PI and Add/Change Co-PI</a>	08/31/2004	Submitted to NSF

Export options: Excel

**Figure 6 Notifications and Requests screen on the Submitted to NSF tab.**  
 The Status column is circled.

## Search by the Date the Notification or Request Was Last Modified

1. On the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 7), in the **From** box, type the start date for the date range you want to search for.

Notifications & Requests | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley:  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:  PI Last Name:  Last Modified (mm/dd/yyyy)  
 PI Division / Dept:  From: 01/02/2002 To: 10/14/2004

Search Search Search

**Figure 7 Notifications and Requests screen on the Submitted to NSF tab.**  
**The section for a search by the date last modified is circled.**

2. In the **To** box (Figure 7), type the end date for the date range you want to search for.
3. Click the **Search** button (Figure 7). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 8). The notifications and requests in that date range are listed in the **Submitted to NSF** section.

Notifications & Requests | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley:  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:  PI Last Name:  Last Modified (mm/dd/yyyy)  
 PI Division / Dept:  From: 01/02/2002 To: 10/14/2004

Search Search Search

**Submitted to NSF**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 353 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	Am#
9987278	Backer,Donald	07/14/2003	Astronomy Department	<a href="#">R - NSF Approved No-Cost Extension</a>	08/01/2003	Approved by Grants Official.	002
9820662	Backer,Donald	07/14/2003	Astronomy Department	<a href="#">R - NSF Approved No-Cost Extension</a>	07/25/2003	Approved by Grants Official.	005
9970393	Vojta,Paul	06/19/2003	Center For Pure & Applied Mathematics	<a href="#">R - NSF Approved No-Cost Extension</a>	07/22/2003	Approved by Grants Official.	003
9730634	Stacy,Angelica	04/01/2003	Department of Chemistry	<a href="#">R - NSF Approved No-Cost Extension</a>	04/24/2003	Approved by Grants Official.	003

**Figure 8 Notifications and Requests screen on the Submitted to NSF tab.**  
**The Status column is circled.**

## View a Submitted Notification or Request

1. On the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 9), click the **Notification/Request Type** link on the row of the notification or request you want to view. The **View Notification** (or **View Request**) screen displays (Figure 10) with the contents of the submitted notification or request.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI   Prepared by SPO   Submitted to NSF

---

**Search for Notifications / Requests for University of California-Berkeley:**  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:    PI Last Name:    Last Modified (mm/dd/yyyy) From:  To:

---

**Submitted to NSF**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 5 Notification/Requests found, displaying 1 to 5

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9812428	Canny, John	04/14/1999	Computer Science	<u>N - Grantee Approved No Cost Extension</u>	12/17/2002	Reviewed by PO.
9873759	Canny, John	08/16/1999	Computer Science	<u>N - Grantee Approved No Cost Extension</u>	12/17/2002	Reviewed by PO.

**Figure 9 Notifications and Requests screen on the Submitted to NSF tab.**  
 The Notification/Request Type link is circled for a notification.

**View Notification for Award : 9812428**  
**Grantee Approved No Cost Extension** Topic

*Required fields are preceded by an asterisk (\*)*

---

**Status:** Reviewed by PO.

**Award Title:** NSF-US/Europe Workshop on Personal Robotics

**Expiration Date:** 04/30/2000

**\* Revised Expiration Date:** 4/2000

**\* Justification for Grantee Approved No-Cost Extension:** To fund participants to attend the ICRA personal robotics workshop in May 1999. Several of the US participants who could not attend the Toulouse workshop will be coming to this one under the terms and conditions of the Federal Demonstration Partnership III.  
 (Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation)

**Figure 10 View Notification screen.**

- Click the **Cancel** button to return to the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 9).



## View the Award Amendment for an Approved Notification or Request as an SPO

1. Access the **Notifications and Requests** screen on the **Submitted to NSF** tab and search for notifications and requests as you require (see [Check the Status of Submitted Notifications and Requests](#)). The **Notifications and Requests** screen displays (Figure 1) with the notifications and requests you searched for.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berkeley

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley:  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:  PI Last Name:  Last Modified (mm/dd/yyyy) From: 01/02/2002 To: 10/14/2004

PI Division / Dept:

Search Search Search

**Submitted to NSF**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 353 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	Amd
9957275	Backer,Donald	07/14/2003	Astronomy Department	B - NSF Approved No-Cost Extension	08/01/2003	Approved by Grants Official	002
9820562	Backer,Donald	07/14/2003	Astronomy Department	B - NSF Approved No-Cost Extension	07/25/2003	Approved by Grants Official	005

**Figure 1 Notifications and Requests screen on the Submitted to NSF tab. The Amd (Amendment) number is circled for an approved request.**

2. Find a notification or request that has the status of "Approved by Grants Official" (Figure 1).
3. Click the number in the **Amd** column on the row for the approved notification or request (Figure 1). The **National Science Foundation** screen displays (Figure 2) with the text of the amendment.

[View Print Friendly Version](#) [Return to Search Results](#)

**National Science Foundation**  
 4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: August 1, 2003  
 Award No. AST-9957275  
 Amendment No. 002

Ms. Joyce Freedman  
 Director, Sponsored Projects Office  
 The Regents of the University of California, Berkeley  
 336 Sproul Hall  
 Berkeley, CA 94720

Dear Ms. Freedman:

By letter dated August 25, 2000, as amended, the sum of \$220,294 was awarded to The Regents of the University of California, Berkeley, under the direction of Donald C. Backer for support of the project entitled:

"An Agile, Precision Digital Spectrometer for Radio Science."

**Figure 2 National Science Foundation screen. The Return to Search Results link is circled.**

4. Click **Return to Search Results** (Figure 2). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 1).





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